

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Right-of-Way/Environmental Resources Agent

DEPARTMENT: Engineering	ACCOUNTABLE TO: Director of Engineering & Planning	FLSA STATUS: Non- Exempt
SALARY RANGE:	25, 27,30	
<p>CLASS SUMMARY: Incumbent is responsible for helping safeguard Padre Dam's interest in the acquisition and management of real property. Duties include: reviewing and writing legal descriptions for the granting of easements; reviewing preliminary maps and providing comments; providing information on real property, procedures, fees and general information; reviewing final maps; reviewing and drafting property lease agreements; reviewing and/or drafting of environmental documents; drafting and/or writing Padre Dam responses for notices and declarations pertaining to environmental documents; drafting and/or writing environmental reports and preparing supporting documents; participating in and/or acquiring easements and land for Capital Improvement Projects; and participating in and/or overseeing the annexation/detachment of territory for Padre Dam; maintaining easement records and databases; maintaining encroachment program; and, managing and educating engineering department staff in Right-of-Way and Environmental matters.</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Right of Way/Environmental Resources Agent is a stand alone classification, which is distinguished from other classes by its responsibility for the review, drafting and performance of the acquisition and management of real property and the preparation of environmental documents.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Drafts, reviews, and processes legal documentation to accomplish acquisition, lease agreements, rights of way, and transfer of easements and titles of property.
2.	Conducts field studies, researches maps and public records, and consults with legal counsel to determine ownership, property rights, and availability of properties.
3.	Researches records, analyzes appraisal and preliminary title reports prepared by outside entities, makes recommendations regarding easement acquisition sale or purchase of property.
4.	Consults with legal counsel to ensure that documents and procedures conform to legal requirements and regarding environmental and right of way issues.
5.	Negotiates acquisitions of land and easements, drafts agreements for use, oversees and prepares final documentation required.
6.	Coordinates with governmental agencies, utilities, consulting firms and Padre Dam staff for right of way activities including: legal descriptions, plat maps, easement documents, deeds, acquisition of property and easements, sale of excess property, encroachments, relocations, removal or abandonment of facilities.

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
7.	Drafts, documents and coordinates all activities regarding Padre Dam's compliance with CEQA and NEPA and a variety of environmental laws and agreements structured to ensure environmental compliance for Padre Dam projects.
8.	Provides guidance and direction to Padre Dam staff in the handling of environmental issues, at pre-construction meetings, and leads or arranges for training for environmental compliance for Padre Dam staff and.
9.	Oversees and prepares final package for submission regarding annexation of parcels to Padre Dam that also require annexation into CWA and MWD or as referred by Developer Services Group.
10.	Prepares and makes presentations to Board of Directors and other agencies in matters pertaining to issues such as right of way and acquisition of property, environmental compliance, and the relocation/removal/abandonment of existing facilities.
11.	Confers with and advises engineers, planners, staff, and consultants on right-of-way issues and potential problems related to proposed and existing facilities, including impacts on property owners.
12.	Acts as Project Manager for projects unique to right-of-way issues or involving environmental issues.
13.	Performs other duties of a similar nature or level.

Knowledge (position requirements at entry):

- California Environmental Quality Act and the National Environmental Policy Act;
- Principals of land and surveying techniques;
- Public planning procedures;
- Real estate law and practices.

Skills (position requirements at entry):

- Reading and interpreting maps and improvement plans;
- Preparing and writing legal property descriptions;
- Performing advanced mathematical calculations;
- Use of computers and related software applications;
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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Training and Experience (position requirements at entry) (depending on area of assignment):

- High School Diploma or General Equivalency Diploma (G.E.D.) (Entry Level); OR
- B.A. in real estate or related field and specialized training in surveying and real estate and two years experience writing legal descriptions or surveying; AND
- Two years in an engineering related field , OR
- Two years training in surveying, environmental resources, real estate experience and in writing legal descriptions; OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Valid California Driver's License;
- Certification from the International Right-of-Way Association highly desirable.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, standing, walking, lifting, fingering, talking, hearing and seeing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Classification History:

Date: 4/98; 1/02; 1/05